



## **FREQUENTLY ASKED QUESTIONS**

### **2014 Request for Grant Applications for Conference Sponsorship RFGA FFY14-CS-03**

#### **What is the Scope of Work for this RFGA?**

The Arizona Developmental Disabilities Planning Council (ADDPC) will make funds available to sponsor conferences, seminars, workshops, symposiums or other planned events (referred to in the solicitation as Conference) of which the primary purpose is to support the dissemination of technical information to individual persons with developmental disabilities, their families, caregivers, professionals that work with this population, and other stakeholders.

This year, the ADDPC is enhancing the Conference Sponsorship Scope of Work, including the following:

- Applicants that are awarded will be required to conduct their Conference within 9 months of the contract period. Thereafter, Applicants shall administer an Evaluation Survey and complete the Evaluation Process by the end of the contract period.
- Three Evaluation Surveys are required to be administered and data collected to report to the ADDPC.
- Previous funded Conference Sponsorship grantees are allowed to apply if they meet the Eligibility Requirements.
- Proposed Themes may be given preference if proposed by the Applicant.
- Conferences shall take place in the State of Arizona.

#### **How long is the Contract Period for?**

Awards will be made for one year, with the first 9 months for the Applicant to conduct their Conference; and the remaining 3 months to administer an Evaluation Survey.

#### **How much is available in this solicitation?**

The total amount of funding available for this Scope of Work is \$100,000.

#### **How much can I apply for?**

Applicants shall only apply for a maximum amount of \$10,000.

**How many applications can be responded to by an organization?**

One request per Applicant shall only be submitted.

**When are the applications due?**

Applications are due on June 26, 2014, 3:00 PM (Phoenix Local Time) to the ADDPC Office.

**Will my application be accepted if it arrives late or sent to a different location? What if I run into traffic delays or I get lost in locating the ADDPC Office?**

The ADDPC can not accept late applications. It is the responsibility of the Applicant to submit the required number of applications to the ADDPC office by the due date and time.

**How often do I need to check the ADDPC website for RFGA amendments?**

Applicants are encouraged to check back on the ADDPC website often as amendments may be posted prior to the due date. Amendments are the official changes to an RFGA and must be downloaded, signed and returned with each application.

**When will I be notified if my application has been accepted or rejected?**

Applicants will be notified in writing and the expected award date is tentatively September 2014.

**Who do I contact if I have technical questions on this RFGA or the grant process?**

Applicants shall only contact Marcella Crane at (602) 542-8976 or via email at [mcrane@azdes.gov](mailto:mcrane@azdes.gov).

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